

BALLAST WATER REPORTING FORM

IS THIS AN AMENDED BALLAST REPORTING FORM? YES ☐ NO ☐

1. VESSEL INFORMATION

Vessel Name:
IMO Number:
Owner:
Type:
GT:
Call Sign:
Flag:

2. VOYAGE INFORMATION

Arrival Port:	
Arrival Date:	
Agent:	
Last Port:	Country of Last Port:
Next Port:	Country of Next Port:

3. BALLAST WATER USAGE AND CAPACITY

<i>Specify Units Below (m³, MT, LT, ST)</i>		
Total Ballast Water on Board:		
Volume	Units	No. of Tanks in Ballast
	m3	
Total Ballast Water Capacity:		
Volume	Units	Total No. of Tanks on Ship
	m3	

4. BALLAST WATER MANAGEMENT

Total No. Ballast Water Tanks to be discharged:

Of tanks to be discharged, how many: Underwent Exchange: Underwent Alternative Management:

Please specify alternative method(s) used, if any: _____

If no ballast treatment conducted, state reason why not: _____

Ballast management plan on board? YES ☐ NO ☐ Management plan implemented? YES ☐ NO ☐

IMO ballast water guidelines on board [res. A.868(20)]? YES ☐ NO ☐

5. BALLAST WATER HISTORY: Record all tanks to be deballasted in port state of arrival; IF NONE, GO TO #6 (Use additional sheets as needed)

Tanks/ Holds <small>List multiple sources/tanks separately</small>	BW SOURCES				BW MANAGEMENT PRACTICES						BW DISCHARGES			
	DATE DD/MM/YY	PORT or LAT. LONG.	VOLUME (units)	TEMP (units)	DATE DD/MM/YY	ENDPOINT LAT. LONG.	VOLUME (units)	% Exch	METHOD (ER/FT/ ALT)	SEA HT. (m)	DATE DD/MM/YY	PORT or LAT. LONG.	VOLUME (units)	SALINITY (units)
			m3	C			m3		ER				m3	sg
			m3	C			m3		ER				m3	sg
			m3	C			m3		ER				m3	sg
			m3	C			m3		ER				m3	sg
			m3	C			m3		ER				m3	sg
			m3	C			m3		ER				m3	sg
			m3	C			m3		ER				m3	sg

Ballast Water Tank Codes: Forepeak = FP, Aftpeak = AP, Double Bottom = DB, Wing = WT, Topside = TS, Cargo Hold = CH, Other = O

6. RESPONSIBLE OFFICER'S NAME AND TITLE, PRINTED AND SIGNATURE:

INSTRUCTIONS FOR BALLAST WATER REPORTING FORM

(Please write in English and PRINT legibly.)

Is this an Amended Ballast Reporting Form?: Check Yes or No. Amendments should be submitted if there are any differences between actual ballast discharges and discharge information reported in a prior form. Please mark “Yes” if this form amends a previously submitted ballast reporting form. Mark “No” if this is original submission for current voyage.

SECTION 1. VESSEL INFORMATION

Vessel Name: Print the name of the vessel clearly.

IMO Number: Fill in identification number of the vessel used by the International Maritime Organization.

Owner: Write in the name of the registered owner(s) of the vessel. If under charter, enter Operator name.

Type: List specific vessel type. Use the following abbreviations: bulk (**bc**), roro (**rr**), container (**cs**), tanker (**ts**), passenger (**pa**), oil/bulk ore (**ob**), general cargo (**gc**), reefer (**rf**). Write out any additional vessel types.

GT: What is the Gross Tonnage of the vessel?

Call Sign: Write in the official call sign.

Flag: Fill in the full name of the country under whose authority the ship is operating. No abbreviations please.

SECTION 2. VOYAGE INFORMATION

Arrival Port: Write in the name of your first port of call after entering the U.S. EEZ or St. Lawrence Seaway. No abbreviations.

Arrival Date: Fill in the arrival date to the above port. Please use European date format (DDMMYY).

Agent: List agent used for current port.

Last Port: Fill in the last port at which the vessel called immediately before entering the U.S. EEZ. No abbreviations please.

Country of Last Port: Fill in the last country at which the vessel called immediately before entering the U.S. EEZ. No abbreviations please.

Next Port: Fill in the port at which the vessel will call immediately after departing the current port (“Current Port”=“Arrival Port” above). No abbreviations please.

Country of Next Port: Fill in the country of “Next Port” at which the vessel will call immediately after current port. No abbreviations please.

SECTION 3. BALLAST WATER

Total Ballast Water on Board:

Volume: What was the total volume of ballast water on board upon arrival into the waters of U.S. EEZ? Do not count potable water.

Units: Please include volume units (m³, MT, LT, ST).

Number of Tanks in Ballast: Count the number of ballast tanks and holds with ballast as vessel enters waters inside the United States EEZ.

Total Ballast Water Capacity:

Volume: What is the maximum volume of ballast water used when no cargo is on board?

Units: Please include volume units (m³, MT, LT, ST).

Total Number of Tanks on Ship: Count all tanks and holds that can carry ballast water (do not include tanks that carry potable water).

SECTION 4. BALLAST WATER MANAGEMENT

Total No. of tanks to be discharged: Count only tanks and holds with ballast to be discharged into waters inside the United States EEZ or into an approved reception facility. Count all tanks and holds separately (e.g., port and starboard tanks should be counted separately).

Of tanks to be discharged, how many Underwent Exchange: Count all tanks that are to be discharged into waters of the United States or into an approved reception facility.

Of tanks to be discharged, how many Underwent Alternative Management: Count all tanks that are to be discharged into waters of the United States or an approved reception facility.

Please specify alternative method(s) used, if any: Specifically, describe methods (other than exchange) used for ballast management.

If no ballast treatment conducted, state reason why not: This applies to all tanks and holds being discharged into waters of the United States or into an approved reception facility.

Ballast Management Plan on board?: Is there a written document on board, specific to your vessel, describing the procedure for ballast management? This should include safety and exchange procedures (usually provided by vessel’s owner or operator). Check Yes or No.

Management Plan implemented?: Do you follow the above management plan? Check Yes or No.

IMO Ballast Water Guidelines on board?: Is there a copy of the International Maritime Organization (IMO) Ballast Water Guidelines on board this vessel (i.e. “Guidelines for the Control and Management of Ship’s Ballast Water to Minimize the Transfer Aquatic Organisms and Pathogens”, [Res. A.868(20)])? Check Yes or No.

SECTION 5. BALLAST WATER HISTORY

(Record all tanks to be deballasted in port state of arrival: If none, go to #6)

Tanks/Holds: Please list all tanks and holds that you have discharged or plan to discharge into waters of the United States or into an approved reception facility (write out, or use codes listed below table). Follow each tank across the page listing all source(s), exchange events, and/or discharge events separately. List each tank on a separate line. Port and starboard tanks with identical ballast water histories may be included on same line. Please use an additional page if necessary, being careful to include ship name, date, and IMO number at the top of each. For tanks with multiple sources: list 3 largest sources from last 30 days on separate lines. If more than 3 sources, include a 4th line for the respective tank(s) that indicated "Multiple" in port column and list the remaining tank volume not included in the 3 largest sources (i.e., total tank volume minus volume of the 3 largest sources). See example #1 on sample ballast reporting form.

-BW SOURCES-

Date: Record date of ballast water uptake. Use European format (DDMMYY).

Port or latitude/longitude: Record location of ballast water uptake, no abbreviations for ports.

Volume: Record total volume of ballast water uptake, with volume units.

Temp: Record water temperature at time of ballast water uptake, in degrees Celsius (include units).

-BW MANAGEMENT PRACTICES-

Date: Date of ballast water management practice. If exchanges occurred over multiple days, list the day when exchanges were completed. Use European format (DDMMYY).

Endpoint or latitude/longitude: Report location of ballast water management practice. If an exchange occurred over an extended distance, list the end point latitude and longitude.

Volume: Report total volume of ballast water moved (i.e., gravitated and pumped into tanks, discharged to reception facility) during management practice, with units.

% Exch.: (Note: for effective flow through exchange, this value should be at least 300%).

$$\% \text{ Exchange} = \frac{\text{Total Volume added by Refill or Flow Through}}{\text{Capacity of Ballast Tank or Hold}} \times (100\%)$$

Method: Indicate management method using code (ER = empty/refill, FT = flow through, ALT = alternative method).

Sea Ht. (m): Estimate the sea height in meters at the time of the ballast water exchange if this method was used. (Note: this is the combined height of the wind-seas and swell, and does not refer to water depth).

-BW DISCHARGES-

Date: Date of ballast water discharge. Use European format (DDMMYY).

Port or latitude/longitude: Report location of ballast water discharge, no abbreviations for ports.

Volume: Report volume of ballast water discharged, with units.

Salinity: Document salinity of ballast water at the time of discharge, with units (i.e., specific gravity (sg) or parts per thousand (ppt)).

SECTION 6. TITLE AND SIGNATURE

Responsible officer's name and title (printed) and signature: Print name and title, include signature.

SUBMISSION INSTRUCTIONS

Vessels bound for Great Lakes:

United States or Canadian Flag vessel bound for the Great Lakes

Fax the form to the COTP Buffalo **315-764-3283** at least 24 hours before the vessel arrives in Montreal, Quebec.

Any other Flag vessel bound for the Great Lakes

Fax the form to the COTP Buffalo **315-764-3283** at least 24 hours before the vessel arrives in Montreal, Quebec, or;

Complete the ballast water information section of the St. Lawrence Seaway required "Pre-entry Information from Foreign Flagged Vessels Form" and submit it in accordance with the applicable Seaway notice.

Vessels bound for the Hudson River North Of George Washington Bridge

Fax the form to the COTP New York at 718-354-4249 before the vessel enters the waters of the United States (12 miles from the baseline).

Vessels bound for all other United States Ports

Before the vessel departs from the first port of call in the waters of the United States, send the form by one of the three following methods:

Email Transfer:

Using Word 97 or Word 6.0/95 form (downloadable above):

- 1) Fill out form on your personal computer and save file to your hard drive using the "ship's call sign" + "date".doc (e.g., if the vessel's call sign is AA1A and the date of arrival was June 16, then the file should be saved as "AA1A1606.doc"). Note: use *ddmm* date format and do not include year.
- 2) Close AA1A1606.doc file.
- 3) Open your email program and address email message to ballast@serc.si.edu
- 4) Using your email program's file attachment function, attach file AA1A1606.doc to email message.
- 5) Send email message to ballast@serc.si.edu

Other electronic forms will be posted on the Clearinghouse website as they become available.

-OR-

Mail to:

National Ballast Water Clearinghouse
Smithsonian Environmental Research Center
P.O. Box 28, 647 Contees Wharf Road
Edgewater, MD 21037

-OR-

Fax to SERC: (301) 261-4319

If any information changes, send an amended form before the vessel departs the waters of the United States.